

TRG file

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Executive Assistant to DCI

3 April 1953

Director of Training

Weekly Summary Report

1. The Chief of the Programs Division, OTR, spent several days during the week at the [] for the purpose of exploring the scope of the Executive Management Program given at that institution. While this course does not have the advanced standing of the Management Program at Harvard, it is felt that the Agency might use to good advantage the [] program for officers in the GS-13 to 15 level. A training notice giving details will be disseminated in the immediate future.

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2. Selection panels of senior Agency personnel have been organized to meet on 7 and 9 April to select three persons each for [] and the National War College. In the near future similar panels will be organized for Harvard's Advanced Management Program and the summer seminar [].

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3. Prototype of a mobile audio-visual training device has been received by the Language Services Division, OTR, and is being subjected to critical analysis for the purpose of evaluating technical and operational capabilities and limitations. The prototype was produced by TSS in response to requests of/and pursuant to performance specifications formulated by OTR.

4. Active Duty Mobilization Training of G-2 Designees with CIA. The Military Personnel Division has arranged to have five of the personnel selected for the subject training report for duty on 4 May which is one week earlier than had been previously planned. This was requested so that they would be able to attend the CIA Orientation Program. One of the officers is unable to report one week earlier so will report as originally scheduled on 12 May. Development of a training tour of duty is in process.

5. Four officers from the Directorate of Air Intelligence attended the Indoctrination Program this week in accordance with the invitation issued by the Director of Training.

6. The Basic Agent Training syllabus has been translated into Spanish and arrangements have been completed for having it reproduced, after initial editing, using the vari-type machine.

7. A statement concerning the functions of the Assessment and Evaluation Staff requested by the Inspector General has been prepared.

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8. Interviews with consumers of training evaluation reports to obtain their comments and suggestions concerning makeup and use of training evaluations have been concluded in order to assist the Chief, Assessment and Evaluation, in the pending report to the Director of Training concerning training evaluations. Likewise, interviews have been concluded with the HIC instructor staff concerning their tentative plans for training evaluations on the first running of the revised HIC.

9. As of 3 April 1953, 123 CIA personnel are enrolled in TBS training courses, 419 in TFG courses, and 286 in external training, making a total of 909 in training programs under the jurisdiction of the Office of Training as a whole.

MATTHEW BAIRD

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